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4 February 1981

MEMORANDUM FOR: Director of Data Processing

THROUGH : Executive Officer

FROM :   
 Acting Chief, Management Staff, ODP

SUBJECT : Management Staff Weekly Report for  
 Week Ending 3 February 1981

ADP Procurement Seminar

The second ODP sponsored ADP Procurement Seminar was held on 27-28 January. The class was presented by Government Sales Consultants, Inc. for 31 students at their facility in Annandale. Based on a review of the course critiques and discussions with several attendees, this seminar continues to be very well received. The following was the distribution of attendees by office:

DDO/IMS	6	OGSR	1
IG/AUDIT	1	OL	4
NFAC	1	OMS	2
NPIC	4	OSO	1
OCR	4	OSWR	1
ODP	5	OTE	1

Due to the strong interest expressed and the approximately 30 individuals unable to attend the two prior sessions, we are tentatively planning a third and final running for FY 1981 of the seminar. ADP Control Officers will be notified when a date is selected.

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FIPS PUB 73 - Security

A new Federal Information Processing Standards Publication (FIPS PUB) was received from the National Bureau of Standards. FIPS PUB 73, "Guidelines for Security of Computer Applications," describes methods and techniques that can reduce the security hazards associated with computer applications. Fifty copies of the document were distributed to Agency components and within ODP.

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1983 Program Submission

The 1983 Program Package was prepared and distributed to ODP resource package managers on 2 February. The first responses are due 12 February and the remaining responses are due 19 February. Further guidance will be required based upon three decisions which are pending -- funding through the current level, the activities included in the current decision package, and the enhanced levels approved for inclusion in our program. [ ] (ODP Only)

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Reduced Airline Fares

The General Services Administration has recently completed contract negotiations with 10 certified domestic airlines for transportation service at reduced fares between 47 city-pair routes. The cities which are paired with Washington are Chicago, Dallas-Ft. Worth, Houston, Kansas City, Memphis, Miami, New Orleans, Oklahoma City, Orlando, Phoenix, Salt Lake City, San Antonio, St Louis and Tucson. When B&F receives a travel order for travel to one of these cities, the traveller will be contacted and given instructions as to which airline is offering the reduced fare and the procedure to follow in order to obtain the fare. When the traveller picks up the paperwork for a cash advance for per diem, B&F will provide a Government Travel Request (GTR) which should be used to pay for the airline ticket. The airline will then bill the Agency. At this time, Central Processing is not using GTR's, so in order to take advantage of the reduced fares, the traveller must make his or her own reservations.

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Excess Equipment

Management Staff distributed to selected ADP Control Officers, several Headquarters Property Turn-In Documents, which listed equipment excess to OSO and OC, [ ] needs. No interest in the equipment was shown and it was declared excess to Agency needs. The acquisition cost of the excess equipment was estimated as \$118,362 from OSO and \$5,000 from OC, [ ]. Also declared excess to Agency needs was an ODP IBM card punch. The acquisition cost of the card punch was estimated at \$2,598. [ ]

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Security Violations

There were two security violations during the month of January in contrast to November and December when ODP had no violations.

A CAMS terminal located in the Air Force Intelligence Center in the Pentagon was turned off at the direction of DIA when their testing team recorded compromising emanations from the terminal beyond the control zone. A Delta Data engineer and Agency communications personnel responded to determine the cause. Their survey disclosed that screws were missing or loose on a shielding plate on the terminal. In addition, the power and signal lines were not shielded. The problem was compounded by a telephone line coiled around the power line, apparently in an effort to prevent someone from tripping over the loose cable. COMSEC is providing a list of modifications required for the terminals to be used for classified data. These requirements will be distributed to the other CAMS users to insure that their terminals are properly installed.

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Authorization to Release Information (Form 4100)

The Deputy Director of Security and the Chief, Clearance Division, stated that Form 4100, Authorization to Release Information, is a standard and universal Agency form, required for initial clearance action and pursuant reinvestigation for staff as well as contractor employees. (Overall clearance standards are the same for staff personnel and contract employees who are issued an Industrial Security Staff Approval. The regulatory issuances that dictate these standards are E.O. 10450 and DCID 1/14.) The form is not used for interviews with references but is used by official government investigators to obtain the release of records that are entrusted to records custodians (such as credit bureaus, etc.). The Agency is responsible for limiting the disclosure of information required for the clearance process to authorized personnel and is subject to Privacy Act sanctions if that information is misused, inaccurate or improperly released.

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Outstanding Advances

As of 26 January 1981, 53 advances remain outstanding, of which, none are delinquent.

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